



ITAS - Integrated Time and Attendance System

Logging On - A Quick Reference Guide

The follow information is designed for new ITAS users both as Employee or Leave Approving Officials. Follow the steps below when first logging onto ITAS and/or keep this sheet as a reference if you are not a frequent user.

Logging On to ITAS

- Open Netscape or Internet Explore (Browser)
- In Location/Address, type: <http://www.psc.gov/hrs/itas> - press enter
- The DHHS/PSC Homepage will appear – Locate the **IHS Only** column.
- Click on  **IHS Employee** or  **IHS Leave Approving Official**
(note: if your screen is set at 640 x 480 using your scroll bar, scroll to your far right)
- Login ID (SSN: no dashes) - press **TAB** or mouse click to the “password” box.
- Password: The first time you login to ITAS enter the password “**newuser**” and press enter or click on the “OK” button. *(note: passwords are case sensitive)*
- ITAS will display the following message “Your ITAS password has expired, Press the OK button to proceed to the Change Password page.” ITAS requires you to change your generic “newuser” password to a unique password.
- Re-enter your ITAS ID: (again your SSN: no dashes)
- Type your current password “**newuser**” in the “Current ITAS Password” box.
- **TAB** or mouse click in “New Password” box and type the new password you wish to use with ITAS. *(note: select a password that is six to eight characters in length)*
- Retype your new password and to confirm by clicking on the “OK” button.
- The ITAS system will display the following message “Your ITAS password has been successfully changed, you may now login to ITAS”. Knowledge by pressing “OK”
- ITAS will refresh your screen and you will be prompted to login using your newly established password.
- If you have any problem contact your local ITAS Coordinator.

Forget Your Password

- If you forget your password, see your Timekeeper or ITAS Coordinator can reset your password back to “newuser “.

Refer to the Quick Reference Guide on performing the Employee, Leave Approving Official (LAO) functions. If you require additional assistance using ITAS, contact your local timekeeper or ITAS Coordinator each Service Unit has one.